



UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
2000 OPELOUSAS AVENUE
NEW ORLEANS, LA 70114-1500

1301.2
SGTMAJ
MAR 23 2016

FORCE ORDER 1301.2

From: Commander
To: Distribution List

Subj: PERSONNEL SPONSORSHIP PROGRAM FOR THE SELECTED MARINE CORPS
RESERVE

Ref: (a) MCO 1320.11F

Encl: (1) Sponsor Assignment Letter
(2) Command Welcome Aboard Letter
(3) Sponsor Introduction Letter
(4) Sponsorship Questionnaire

1. Situation. To establish a basic sponsorship program per the reference.

2. Cancellation. Force Order 1301.1.

3. Mission

a. The welfare and morale of Marine families are essential factors that influence satisfactory participation and career motivation. An effective sponsorship program will benefit the Marine, the Marine's family, the Marine Corps, and positively enhance unit readiness.

b. The Marine Forces Reserve (MARFORRES) Sponsorship Program for the Selected Marine Corps Reserve (SMCR) ensures new and transferring Marines receive essential guidance and assistance throughout their settlement at a new unit. When possible, a contemporary of the same grade and marital status will be assigned as a sponsor. Sponsors will not be below the grade of Corporal.

c. The MARFORRES Sponsorship Program will include SMCR personnel of all grades. Commanding Officers are encouraged to expand on the contents of this Order to best serve incoming personnel and meet the Command's unique situation.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

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(a) The Commanding Officer is responsible for the implementation of this program for personnel assigned to their unit. Enclosure (1) is a sample letter for assignment of sponsors. Enclosures (2) and (3) are the Command Welcome Aboard and sponsor introduction letters.

(b) Enclosure (4) should be completed by the Marine after the initial six-month sponsorship period.

(2) Concept of Operations. In addition to the "Welcome Aboard" letter (enclosure (2)), a welcome aboard package should be mailed, that includes but is not limited to the following information:

(a) Reporting aboard procedures, to include proper uniform.

(b) A map to the Drill Center and command telephone numbers.

(c) Chain of Command and Unit Organization Structure Diagrams.

(d) CY-xx drill and annual training (AT) schedule for the next 12 months as a minimum.

(e) Procedures to request a rescheduled drill.

(f) Information on drill pay.

(g) MARFORRES website address.

(h) Procedures for uniform alteration and turn-in.

(i) Key volunteer and family day information.

(j) Commissary/Exchange benefits information.

b. Tasks

(1) Commanding Officers

(a) Establish and participate in a Sponsorship Program for the SMCR using reference (a) and this Orders as guidance. Assign a sponsor to inbound personnel utilizing enclosure (1) as a format and forward a "Welcome Aboard" letter and information packet to the inbound Marine.

(b) Assign a sponsor from the section to which the reporting Marine will be assigned for duty if possible. In the case of new accession, every effort will be made to assign a sponsor prior to the accession's recruit training induction date.

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(c) Send a letter welcoming and advising the reporting Marine of the assigned sponsor. The letter will contain as much initial information as possible and invite the Marine to correspond with the command should there be further questions or a desire for more information.

(2) Sponsors. The sponsor should be encouraged to provide any assistance that will foster a successful transition.

(a) Transportation to/from Drill Center.

(b) Pre-drill preparation.

(c) Local area familiarization.

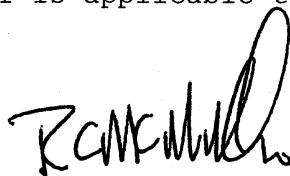
(d) Encouraged to recognize, appropriately, successful sponsors.

5. Administration and Logistics

a. Upon assignment, the sponsor will send a letter of introduction to the inbound Marine providing their contact information (mailing address, e-mail address, and phone number). In the case of a new accession, the sponsor will correspond at least once during each phase of recruit training. On arrival at the Drill Center the sponsor should act as an escort, providing familiarization with the unit and area/ Correspondence through telephone, mail, or email should continue for a minimum of six months after check-in on a bi-monthly basis (enclosures 1,2,3).

b. After a minimum of six months at the unit, a sponsorship questionnaire will be completed and returned to the Commanding Officer (enclosure (4)).

6. Command and Signal. This Order is applicable to the MARFORRES Total Force.



REX C. MCMILLIAN

DISTRIBUTION: D

Directives issued by this Headquarters are published and distributed electronically.

SAMPLE SPONSOR ASSIGNMENT LETTER

UNIT HEADING

From: Commanding Officer
To: SPONSOR'S NAME EDIPI/MOS USMCR
Subj: SPONSORSHIP FOR: MARINE'S NAME EDIPI/MOS USMCR
Ref: (a) MCO 1320.11E
(b) ForO 1301.2

1. You have been selected to sponsor (RANK/NAME) who will be reporting to (COMMAND/UNIT) for duty during (MONTH). References (a) and (b) provide guidance for this assignment. His/Her correspondence information is as follows:

1657 Snowflake Drive
Thermopolis WY 54321-0123
(555) 987-6543

2. Designation as a sponsor is an honor. As a sponsor you provide that initial important contact between the Marine, family and the Unit. In the case of a new accession into our Corps, easing the transition makes your role all the more critical. You will provide the Marine with the first impression of our Unit. This initial impression is crucial to the Marine's long-term attitude and performance.

3. Within one week of receipt of this letter, you are directed to write a letter of introduction. Include a Personal Data Sheet and a government return envelope addressed to (Admin, AATN: SPONSOR'S NAME). I urge you to express a genuine interest in the Marines needs and to maintain bi-monthly contact during the first six months the Marine Joins our Unit.

4. If this Marine is a new accession into our Corps, you are directed to correspond with him/her at a minimum of once during each phase of Recruit Training. If you require assistance with your sponsorship duties please contact, (enter name and telephone number of person within command to be contacted).

I. N. COMMAND

Enclosure (1)

SAMPLE COMMAND WELCOME ABOARD LETTER

UNIT HEADING

(Sponsored Marine's Grade/Name)

(Street Address)

(City, State, ZIP Code)

Dear (Grade and Name)

We are pleased to have you as a member of our team. You are joining an exceptional group that performs its mission with skill and has great pride in its accomplishments. We look forward to working with you, and I am confident that you will quickly become an invaluable member of (UNIT).

If married add

I encourage you to bring your family in to visit the unit and gain a better appreciation for the valuable service we perform for our Country.

I assure you that the safety and well being of our Marines and their families is of the utmost importance to me. If you should need any assistance during this time of transition, contact your sponsor:

Your Sponsor is: (Grade/Name)
(Address)
(Work Phone)

Sincerely,

I. N. COMMAND

SAMPLE SPONSOR INTRODUCTION LETTER

(Sponsored Marine's Grade and Name)

(Street Address)

(City, State and ZIP Code)

Dear (Grade and Name)

Congratulations on your assignment to (Unit). I am pleased to have been assigned as your Sponsor. Our unit...(provide a brief summary of the unit's mission and activities here).

(Unit Commander) mailed to your home a letter with your Welcome Aboard package. If you have not received it within 15 days of receipt of this letter, contact me at (address and or telephone number), and I will send another. If you have any questions that have not been answered in the welcome aboard package, please let me know.

(Enter information on the work section and yourself that may be deemed appropriate. If the Marine is married provide information on Family Day, Key Volunteers etc.)

I encourage you (**if married-and your family), to visit the Drill Center to help gain a better appreciation/ understanding of the importance of your assignment. If I can provide any assistance, please do not hesitate to contact me.

Sincerely,

I. M. GLAD

SAMPLE SPONSORSHIP QUESTIONNAIRE

The purpose of this questionnaire is to ensure the Personnel Sponsorship Program for Reserve Marines is viable for our Marines and their families. Your input will greatly assist in the improvement of deficient areas within the program. Please take the time to carefully fill this form out and return it to (Program Manager) prior to the end of this inactive duty for training.

1. Who is your sponsor?
2. How were you contacted (circle all that apply) Mail Phone
Personal Visit
3. What help did your sponsor provide?
4. Did your sponsor assist you with your initial check-in? Yes No
5. Did your sponsor orient you to the base facilities/drill center?
Yes No
6. What additional information would have been helpful to both you and your family?
7. Please make recommendations for improvements of this program or any other comments.